ALLEY THEATRE

# JOB DESCRIPTION

| | |
|---|---|
| **POSITION:** | **Stage Management Associate** |
| **DEPARTMENT:** | **Stage Management** |
| **FULL TIME OR PART TIME:** | **Full Time** |
| **CLASSIFICATION:**<br>(Annual Salaried; Annual Hourly; Seasonal Salaried; Seasonal Hourly) | **Seasonal Hourly** |
| **SCHEDULE:**<br>Describe typical schedule (weekdays, weeknights, holidays and/or weekends) | **Tuesday through Sunday, days & nights** |
| **EXEMPT OR NON-EXEMPT STATUS:** | **Non-Exempt** |
| **IMMEDIATE SUPERVISOR:** | **Production Stage Manager (PSM)** |

## STATEMENT OF JOB:

The Stage Management Associate is a non-union member of the stage management team, actively assisting, supporting and coordinating during pre-production, rehearsals, performances, production related meetings and events as determined by the Production Stage Manager, and AEA Stage Managers. The Stage Management Associate multitasks on all Alley Theatre seasonal productions, sharing stage management team responsibilities and duties as requested.

## JOB DUTIES:

- Attend daily rehearsals and performances as assigned.
- Assist the AEA Stage Managers in performing assigned tasks required during the pre-production, rehearsal and performance processes.
- Support, assist and represent the best interests of the Alley Theatre Artistic department, including but not limited to Artistic Director, Resident Assistant Director, Literary Associates, Alley Company Artists, Alley Associate Artists and guest artists.

- Work alongside stage managers, Stage Supervisor and Wardrobe Supervisor assisting with running and coordination of rehearsals and performances as assigned.

- Perform related duties as required by the Production Stage Manager.

- Represent the theatre and support other departments as requested for theatre programs and events including, but not limited to: special events, development events, marketing events, education and community outreach programs, building rentals, and other non-Alley building functions.

- Study and understand the LORT collective bargaining agreement with Actors' Equity Association (AEA), the union of professional actors and stage managers.

- **Additional duties as assigned.**

In addition to the duties listed above, the Alley Theatre expects the following of each employee: adheres to theatre's policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in Alley Theatre events as needed or required; and completes other duties as assigned.

**REQUIREMENTS:**

**Reports to:**
- Production Stage Manager
- AEA Stage Managers

**Works Closely with:**
- Stage Managers
- Directors
- Actors
- Production Manager and Associate Production Manager
- Production Department Heads, Stage Supervisor and Wardrobe Supervisor

**Education, Experience and Skills Required:**
- BA/ BFA with emphasis in theatre or the equivalent in professional theatre work experience
- Professional experience in LORT-level resident theatre
- Should be highly organized and detail oriented
- Strong communication skills
- Computer proficient
- Capacity to solve problems and engage in creative thinking about challenges
- Team player with strong interpersonal skills